

KENTUCKY DEPARTMENT FOR
LIBRARIES AND ARCHIVES
STRATEGIC PLAN &
ANNUAL REPORT, 1995-1996

Serving Kentucky's Need to Know



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DEPARTMENT FOR
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AND
ARCHIVES

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&
ANNUAL REPORT
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An Agency of the Education, Arts and Humanities Cabinet
Serving Kentucky's Need to Know

Paul E. Patton
Governor

Roy P. Peterson, Secretary
Education, Arts and Humanities Cabinet

James A. Nelson
State Librarian and Commissioner

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From the Cabinet Secretary



I am pleased to welcome you to the Department for Libraries and Archives' second Annual Report. KDLA is a part of the Education, Arts and Humanities Cabinet, of which I am proud to be Secretary. Our Cabinet is charged with the mission of preserving Kentucky's heritage, preparing for its future and promoting a statewide culture of lifelong learning. With the leadership of Governor Paul E. Patton, the 14 agencies of the Cabinet provide services that contribute to an enhanced quality of life for the Commonwealth's

citizens: quality libraries, excellence in public education, the preservation of historical materials and landmarks, and cultural enrichment through the arts.

The new spirit of partnership and collaboration among the cabinet's agencies is proving to be an ideal channel for fostering high-quality, innovative programs and services. Along with intensive cabinet-wide support for the goals of the Kentucky Education Reform Act, the Kentucky Strategic Plan for Economic Development and the Master Plan for Tourism Development, the Cabinet also works with state and local governments, and non-profit and private businesses, to develop Kentucky's cultural resources as tools for economic development.

The Education, Arts and Humanities Cabinet continues to successfully pursue its missions of full public access to education, information, culture and heritage woven among its separate agencies. We applaud the work of the Department for Libraries and Archives, and its partners in libraries and local governments throughout Kentucky. The following report will give you a glimpse of how KDLA is planning for the future, so that it may continue its tradition of serving the lifelong learning needs of all Kentuckians.

A handwritten signature in black ink, reading "Roy P. Peterson". The signature is fluid and cursive, with a long horizontal line extending from the end.

*Roy P. Peterson, Secretary
Education, Arts and
Humanities Cabinet*

From the Commissioner



On behalf of the staff of the Kentucky Department for Libraries and Archives (KDLA) as well as its representative boards, councils and commissions, I am pleased to be able to send this second annual report to the people of the Commonwealth. I promised you last year that this report would reflect a new Strategic Plan, and indeed it does. While this plan is of necessity part of an ever-changing process, the present document maps the strategic direction that our staff has targeted for the immediate future — our goals and objectives, followed by a brief factual overview of some of our accomplishments this year. To begin with, however, there are those unchanging principles which serve as a preface to our strategic plan: our vision, our mission, our core values and guiding

principles. Herewith, from our entire strategic planning team:

A Vision for KDLA

A dynamic, evolving organization, the Kentucky Department for Libraries and Archives is a leader in providing quality management and delivery of information resources. *It envisions a future in which:*

Kentucky is a state whose people have equitable access to the information resources they need for work and home; where government policy and action is well documented and the management of public records promotes government efficiency; and where our libraries are vital partners in the development of this state.

Public libraries are an essential, vibrant element in their communities — places where citizens have unlimited access to a wide variety of information, and are served by well-trained library and archival professionals. With government information readily accessible to citizens, all public agencies are partners with KDLA in meeting documentation and records management responsibilities and have active, ongoing records management programs.

KDLA has forged productive partnerships with these citizens and public agencies, and is known for its staff's strong service orientation, its ability to access a wealth of information resources, and its effective use of technology in all aspects of its work.

James A. Nelson
State Librarian and
Commissioner

Our Mission

The Kentucky Department for Libraries and Archives serves Kentucky's need to know by assuring equitable access to high quality library and information resources and services and by helping public agencies ensure that adequate documentation of government programs is created, efficiently maintained, and made readily accessible.



Core Values and Guiding Principles

Leadership: We are committed to providing strong, visionary leadership that encourages risk-taking; advocates for programs, staff and those we serve; and fosters open supportive communication.



Innovation: We are committed to proactive, creative and strategic approaches in the continuous evaluation and improvement of our services.



Quality Service: We are committed to providing customers with equitable access to timely and reliable services.



Professionalism: We are an expert and principled work force which treats customers and colleagues with respect, honesty and integrity in a spirit of cooperation.



Goal I

Improve support of people in our organization to create a work environment which fosters productivity and innovation.



Provide effective information technology tools, resources, and training needed by staff to do their work.



Establish an on going internal communications program.



Create a comprehensive training program based on staff and department needs.



Improve and expand our efforts to recognize our employees' accomplishments and service.



A Workplace Environment Team with representatives from all divisions was established to define and support the objectives of this goal.

To enhance work performance, agency-wide access to personal computers was established for all KDLA staff.

Goal II

Strengthen the management of systems and services needed to meet the information needs of the people of Kentucky and of government personnel.



Strengthen and develop collection management strategies for the information resources of the department.



Strengthen the capacity of the department to serve its customers by providing improved management of and access to the department's information resources.



Strengthen the capacity of libraries, repositories and other public agencies to provide increased access to information through electronic networking.



Libraries and archives staff responded to 117,500 requests for information and there were 90,000 visits to our homepage on the World Wide Web during the six months that it was available.

500,000 bibliographic records were added to the Kentucky Library Network database for a total of 3

Goal III

Improve the recognition of and support for library and archival services in the Commonwealth.



Increase public awareness of the programs and services of the department and of library and archival issues in Kentucky.



Increase state and local government agency awareness of our programs and services.



Build alliances with other groups and organizations who can help further our mission.

At the 1995 Kentucky State Fair, attended by nearly 675,035 visitors, KDLA partnered with other agencies of the Education, Arts and Humanities Cabinet to present a look at our programs and services called "The Common Ground: Celebrating our Cultural Diversity."

KDLA's partnership with the Friends of Kentucky Public Archives, Inc., made Kentuckians more familiar with the rich public record archive at the department, by co-sponsoring programs, publications, and workshops throughout the state.



Goal IV

Improve the creation, management, and use of public records, to enhance government efficiency and accountability.



With existing records storage facilities at or near capacity, the department continued to seek funding and develop support for a new State Records Services Center, to be built as a major addition to the department's Clark-Cooper building in Frankfort.

Department staff retrieved 21,056 records in response to agency requests for information from records stored in the State Records and State Archives Centers.



Secure approval of and financing for construction of a new records services addition to the department's main facility.



Review statutes, administrative regulations and departmental policies and procedures on public records and revise as necessary.



Increase educational efforts to help public agency personnel better understand their shared records management and archival responsibilities.



Develop means for the department to regularly evaluate public agency compliance with records management statutes.



Goal V

Strengthen the position of public libraries as vital resources in meeting the economic, educational, cultural and recreational needs of all Kentuckians.



Improve the ability of public libraries to effectively use new and emerging technologies in their services.



Promote and support public library partnerships with other community entities.



Provide for basic and continuing education opportunities for public library staff and trustees.



Establish and implement levels of accreditation for public libraries.



Develop the means by which every county provides library services for all its citizens.

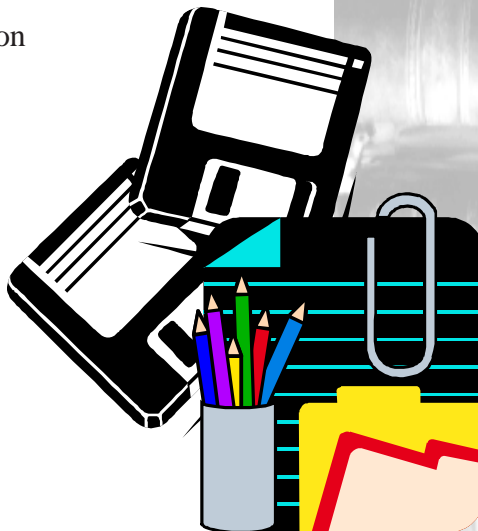
The first ever Library/School Partnership grant in the amount of \$10,000 was awarded to the Oldham County Public Library. Funding allowed the public library to supply schools with a modern and convenient means of sharing and preserving local history.

Nearly 1,000 public library staff members and library trustees participated in continuing education opportunities offered in library regions and at statewide events.



The Future — What it Holds

We live in a time of increasingly rapid change, filled with startling uncertainty as well as unexpected new opportunities. We see a future where citizens' lives are enriched by continually improved access to an ever wider array of information resources. For communities across the Commonwealth, we envision a future where local technological access to world-wide informational sources is a reality, where public libraries serve as community gateways or points of access to the Internet, available to every Kentuckian. For public agencies and citizens using the department's central services, we plan to provide increased access to those services. We will also provide increased access to the resources of the Internet, through the World Wide Web and our department's Web home page. And to meet the evolving needs of government well into the 21st century, we look forward to the construction of a new State Records Services Center addition to our



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Libraries and archives staff responded to 117,500 requests for information and there were 90,000 visits to our homepage on the World Wide Web.



State Library Collections included 116,700 books and audios; 8,100 films and videos; 15,000 large print books in 214 deposit collections; 44,000 federal documents; 1,300 journals and newspapers; and 13,900 additional unique items in the Kentucky clipping files.



6,836,011 documents were microfilmed.



14,560 reference questions were answered in the State Library Reference Room.



Data conversion grants were awarded to public libraries in Larue and Grant counties.



A grant was awarded to the University of Louisville for the Kentucky Union List of Serials.



38,400 books and audiovisuals were circulated to State Library customers and libraries.



Competitive subgrants were awarded to the Nelson County and Russell County Public Libraries for providing services to older adults. The total amount awarded was \$20,000.



18,147 files were requested by agencies from the State Records Center.

The make-up of 274 Kentucky Library Network member libraries included 46% Public, 20% Special, 19% Academic, and 15% School libraries.



191,500 Kentuckians viewed 13,730 films and videos from the State Library's collection.



Grants were awarded to the University of Kentucky, the University of Louisville, Western Kentucky University, and Bowling Green Public Library for use of their collections as Kentucky Library Information Centers (KLIC).



The Audiovisual Unit produced and distributed *Film/Video Catalog, 1996* to Kentucky libraries and state agencies. The 450 page catalog lists and annotates approximately 8,000 items.



KLN member libraries processed 173,723 interlibrary loans.



Institutional libraries in hospitals, prisons, and youth centers circulated over 582,950 items.



Current KDLA staff members have served the agency a combined total of 2,226 years.



34 archival workshops, presentations, or tours, were attended by 743 people.

36,363 cubic feet of records were destroyed at the end of their retention period, resulting in cost avoidance savings of \$5,454,450.



Book sales at the 1995 Kentucky Book Fair totaled \$131,525. Book grants of \$14,500 were subsequently awarded to 17 local and school libraries.



8,681 researchers were served in the Archives Research Room.



20,022 research requests were answered in the Archival Services Branch.



33,024 rolls of microfilm were used by researchers in the Archives Research Room.



The department published and distributed more than 1,000 copies of *Managing Government Records: An Introduction to Kentucky's Public Records Management Law*.



Competitive construction subgrants were awarded to the Ohio County and Clark County Public Libraries. The total amount awarded was \$650,000.



85,282 photocopies of government records were made for patron use.



9,352 rolls of security microfilm were accessioned.

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Cash book grants totaling \$908,225 were distributed to public libraries.

Staff of the Public Records Division made 5,288 records management assistance contacts with state and local government agencies, and held 43 workshops attended by 1,134 government employees who learned more about their responsibility for managing government records.

11,483 cubic feet of records were evaluated by the Local Records Program.

New bookmobiles were added to nine counties. A total of \$247,800 in grant money was awarded for this project.

8,720 rolls of microfilm were duplicated.

The Cataloging Center provided standardized access to 10,678 books, serials, sound cassettes, CD-ROMs, and videos for the State Library's collections and county public libraries.

14,779 documents received individual preservation action in the Documents Preservation Lab.

1,183,952 documents were prepared for microfilming.

The Kentucky Talking Book Library and sub-regional libraries circulated over 251,297 items to 5,539 users.

Field staff reached over 70,000 customers via newsletters, telephone, and meetings.

Staff attended 713 work-related classes, seminars and conferences.

5,288 records management contacts were initiated with state and local officials.

1996 saw the publication and targeted distribution statewide of KDLA's first annual report.

1,527 state publications were processed and cataloged, for a total of 10,636 items in the state publications database.

4,424 original records were used by researchers in the Archives Research Room.

The State Archives Center was 99% full with holdings of 96,018 cubic feet of government records. The State Records Center held 90,910 cubic feet and will be full by 1998.

51 local records grants were awarded, totaling \$629,911.

KDLA's *Library & Archives Job Hotline* received an average of 100 calls per month.

16,486 cubic feet of records in the State Archives Center were reappraised.

KDLA Communications Team

Betsy Conner
Bramblett Elam
Martha Gregory
Sheena Lewis
Diane Poole
Kelly Scott Reed, Ph.D., *Chair*
Bill Richardson, *Design*
Linda Stith
Barbara Teague
Anne Van Willigen

Kentucky Department for Libraries & Archives

Budget for 1995-1996

Source of Funds	FY 1995-1996
General Funds	12,687,300.
Federal Funds	2,391,300.
Agency Funds	1,119,200.
Totals	16,197,800.